

C-O-N-F-I-D-E-N-T-I-A-L  
(in dispatch or other communication)

Proposed Enclosure to Personnel Outside Headquarters

The Chairman of the \*Agency Retirement Board requests that the following message be forwarded to you:

"1. The established policy of the Agency favors early retirement of its employees who, as you know, are normally expected to retire when they become eligible for a full annuity. The prospect of retirement deserves serious thought and planning, and you should therefore know that you will be eligible for retirement, according to our records, during

2. Planning ahead can bring about, with each passing year, definite progress toward your retirement goals. The Agency is anxious to assist you in planning for your retirement. It is even more important, as an employee, that you begin now to plan for this occasion.

3. Upon your return or visit to Headquarters, you will have every opportunity to learn as much as possible about the general subject of retirement and more specifically about the retirement policy itself, your annuity, life and health insurance protection, opportunities for other employment, Social Security benefits, and educational materials available. You will be encouraged to avail yourself of the counselling service designed to acquaint you fully on this subject. Your supervisor will definitely want to discuss your plans and the plans of his office with you at that time."